



Department: **Department Of The Interior**
Agency: **Office of the Secretary of the Interior**
Sub Agency: **Open Positions (Posted by DEU)**
Job Announcement Number: OST-MN-05-0018

Overview

Fiduciary Trust Officer, GS-1101-13 / 14

Salary Range: 72,035.00 - 110,662.00 USD per year

Open Period: Friday, February 11, 2005
to Friday, February 25, 2005

Series & Grade: GS-1101-13/14

Position Information: Full Time Permanent

Duty Locations: 1 vacancy - Eastern Oregon, OR

Who May Be Considered:

All U.S. Citizens

Job Summary:

The Office of the Special Trustee for American Indians (OST) is searching for a diplomatic and receptive Fiduciary Trust Officer to serve as the liaison between the Department of Interior and Indian beneficiaries.

If you possess the tact, discretion, and motivation to mediate, this position is for you!

This is an exciting, high-level position that requires a comprehensive knowledge of personal fiduciary trust principles including litigation and familiarity with surface and sub-surface trust assets; skill in maintaining effective relationships, gaining cooperation, and communicating technical ideas and concerns to non-technical audiences; and an ability to lead and manage a work group in meeting expectations with efficiency.

You can work for the Department of the Interior, Office of the Special Trustee for American Indians, Deputy Special Trustee--Field Operations (Warm Springs), Fiduciary Trust Office-Warm Springs, OR!

Key Requirements:

- Personal Trust Fund Management Experience

Duties

Major Duties:

If selected for this position, you will provide support to the Special Trustee for American Indians by functioning as a direct line between Interior and Indian beneficiaries. You will also provide fiduciary management for beneficiary issues/inquiries or other related fiduciary functions, and afford OST management, the Special Trustee, and Assistant Secretary-Indian Affairs, with the capability to monitor and detect program management deficiencies, address identified issues, and help ensure that the Secretary's trust management responsibilities to Indian beneficiaries are properly performed. You will serve as the primary representative and resident expert, responsible for ensuring that the management of Indian trust assets promotes the interests of beneficial owners and supports the beneficial owners' intended use of the assets. Specifically, you will oversee the continual review and assessment of Indian fiduciary trust asset management programs and participate with resource managers to ensure that Indian fiduciary trust assets are protected and prudently managed. You will utilize your knowledge of surface and sub surface trust assets (e.g., grazing, pasture, farm and business leases, coal, oil and gas, sand and gravel, uranium, water rights) to ensure that the Department's fiduciary obligations are met, while also affirming that the utilization of the assets supports the beneficial owner's intended usage. You will review high-risk transactions, providing technical assistance and lending your expertise and providing continuous review and assessment of management plans in ensuring that the Department's fiduciary obligations are met. You will respond to beneficial owners regarding the management and administration of their Indian fiduciary trust assets and act as liaison between the owners and Interior agencies, working to establish rapport with beneficiaries by emphasizing face-to-face meetings and making every effort to ensure timely responses to questions and concerns. You will coordinate with Bureau of Indian Affairs managers to ensure that Indian trust asset funds are received and distributed to beneficiaries on a timely basis and to ensure that appropriate documents are provided to beneficiaries and estate administrators. Also, you will provide financial training and pertinent information to Indian trust beneficiaries and provide technical assistance to local resource and account staff (trust funds, title, appraisal, lease, probate, etc.).

Qualifications and Evaluation

Qualifications:

To qualify for this position, you must meet the OPM prescribed Qualification Standards as of the closing date of this announcement.

GS-13 Requirements:

You must have at least one full year of demonstrated experience performing duties for personal trusts in at least four of the following Personal Trust Fund Management areas: Trust fund creation, Funding, Management, Investment, Collection, Disbursement, and/or Fund termination.

GS-14 Requirements:

You must at least one full year of demonstrated experience in a lead or supervisory role performing duties for personal trusts in at least four of the following Personal Trust Fund Management areas: Trust fund creation, Funding, Management, Investment, Collection, Disbursement, and/or Fund termination.

Condition of Employment: As a condition of employment, a background security investigation is required for all new hires to OST. If selected for this position, your appointment will be subject to your successful completion of a background security investigation and favorable adjudication. Failure to successfully meet this requirement is grounds for termination.

How You Will Be Evaluated:

Visit

<http://www.mms.gov/adm/ROARS/faq%20original.htm#rp> for more information about how applications are evaluated.

How to Apply

How To Apply:

Applying is a 3 step process:

1. Submit your Resume ONLINE by typing or pasting it into ROARS.
Note: If you have never used ROARS you will need to register as a new user. Your resume will automatically be submitted to the job at midnight of the closing date.

You may access ROARS at
<https://jobs.quickhire.com/scripts/mms.exe> .

2. Complete the online application questionnaire using ROARS. Upon completion you will receive electronic acknowledgement that your application questionnaire has been successfully transmitted. Select the "I would like a copy of the questions and my responses sent to my e-mail account" option to have your responses emailed to you.

3. **Do not submit any additional documents at this time.** Please be prepared, however, as you may be contacted to submit supporting documentation (SF-50, transcripts, verification of special hiring authority), within 3 days of the closing date of the announcement. Unsolicited documents will not be kept or used as part of your application.

Point of contact: DEU Helpdesk
Phone: 703-787-1446
E-mail: mmsroars@mms.gov
Fax for veterans and ICTAP documents only:
703-787-1465

(Note: Do not submit any other documents to this fax number. Unsolicited documents will not be kept or used as part of your application.)

NOTE : If you do not have internet access, or require assistance with the application process, you must speak to someone in the point of contact listed on this announcement PRIOR TO THE CLOSING DATE for assistance. If disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person.

Required Documents:
See How To Apply Section

Or write:
Open Positions (Posted by DEU)
Please apply using our online
ROARS system.
Herndon, VA 20170
Fax: 703-787-1465

What To Expect Next:

You can check on the status of your application at any time by logging on to ROARS at <https://jobs.quickhire.com/scripts/mms.exe> and clicking 'View My Application Status'.

Benefits and Other Information

Benefits:

- WHAT BENEFITS ARE PERMANENT EMPLOYEES ENTITLED TO?
- <http://www.usajobs.opm.gov/ei61.asp>
-

Other Information:

- WHAT INFORMATION MUST VETERANS PROVIDE?
- <http://www.mms.gov/adm/ROARS/apply.htm#q6>
-
-
- SPECIAL INFORMATION ON ICTAP/CTAP ELIGIBLES
- <http://www.mms.gov/adm/ROARS/faq%20original.htm#q47>
-
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- WHAT IS THE OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS (OST)?
- <http://www.ost.doi.gov>
-
- The Department of the Interior is an Equal Opportunity Employer.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail to:

Open Positions (Posted by DEU)
Please apply using our online
ROARS system.
Herndon, VA 20170
Fax: 703-787-1465



Questions?

For questions about this job:

ROARS HELPDESK
Phone: 703-787-1446
Fax: 703-787-1465
TDD: 703-787-1446
Internet: mmsroars@mms.gov

USAJOBS Control Number: 381645

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